

DUTY STATEMENT

Class Title: Research Manager II	Position Number: 804-493-5737-001
Unit:	
Section: HIV/AIDS Case Registry Section	
Branch: HIV/AIDS Epidemiology Branch	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Research Manager II (RM II) is responsible for the direction of all aspects of HIV/AIDS case report surveillance and management, evaluation of reporting efficacy, and transmittal of summary data to the Centers for Disease Control and Prevention (CDC). The RM II ensures that the local health departments (LHDs) needing the HIV/AIDS reporting system have it installed, are properly trained, and operate it effectively. The RM II also oversees the entry of case data into the HARS system and produces regular statistical reports on the status of the HIV/AIDS epidemic in California.

Supervision Received: General direction from the Research Scientist Manager, Chief of the HIV/AIDS Epidemiology Branch.

Supervision Exercised: The RM II supervises a multidisciplinary staff made up of sixteen professionals and five contract employees.

Description of Duties: Supervises staff to accomplish HIV non-names and AIDS case reporting throughout California, including the surveillance, analysis, training, evaluation, and quality control of the HIV/AIDS database; approves allocations of funds and equipment for the accomplishment of HIV/AIDS surveillance to all 61 LHDs; prepares legislation, regulations, and bill analyses for matters related to HIV/AIDS surveillance; responds to requests to target prevention and education efforts by using HIV/AIDS case information; and recommends, to management, changes to the California system to better compete for federal dollars and combat the epidemic within California.

Percent of Time Essential Functions

- 40% Responsible for the design and implementation of reporting systems for HIV and AIDS; train staff in the collection, analysis, and monitoring of the systems, the preparation of comprehensive reports, evaluating the system, targeting education and prevention efforts, and justifying funds for the whole HIV/AIDS endeavor.
- 35% Direct and conduct special statewide studies relating to the incidence and prevalence of HIV and AIDS for use in education and prevention efforts, which include, but are not limited to, monthly reports relating to trends distribution and projections of HIV and AIDS cases throughout California; census data analysis using statistical software to determine the levels of HIV infection and associated reporting throughout the state; and Vital Statistics, Medi-Cal, and other statewide database analysis using reported death information, tumor registry data, infectious disease reports, hospital discharge summaries by diagnoses, tuberculosis registries, and other databases related to HIV case ascertainment information.

- 15% Supervise staff involved in studies coordinated by CDC, including studies on mode of transmission over time, long term survivors, health care worker infections, special studies on unusual infections, and the collection of court data on HIV positive prostitutes; accomplish case validation and ascertainment studies to determine the completeness and accuracy of the reporting systems; supervise programmers and technicians in the operation of the HIV/AIDS case reporting systems; and assure that LHDs are trained in the proper operation of the systems.
- 10% Allocate funding for surveillance of HIV and AIDS to the LHDs and develop formulas for the accurate dissemination of other funds to appropriate program areas; work with multi-disciplinary teams in developing and writing research/program grants for HIV-related surveillance activities and represent the Office of AIDS in inter-departmental and external forums concerned with these research activities; and supervise the preparation of regulations, legislation, and bill analyses related to HIV/AIDS surveillance matters.

Percent of Time Marginal Functions

Employee's signature	Date	Supervisor's signature	Date
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